

CITY OF BEAVERTON Court Clerk

General Summary

Perform a variety of responsible administrative support activities in the Municipal Court according to established practice and procedures.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Process court related transactions. Collect court-imposed fines. Compute receipts, or verify data, fees or payments. Prepare fine installment agreements. Complete Department of Motor Vehicle reinstatement forms. Set trial dates. Issue compliance notices and suspension forms. Complete community service work sheets for affected parties. Handles appeals; monitors probations and diversions.
2. Receive, transfer, or refer calls to proper sources. Provide program information relating to Municipal Court procedures and services without providing legal advice. Transmit, screen, or convey information using proper format, document, and procedures. Make basic interpretations of existing office policy to facilitate office operations/program procedures or to convey information about services.
3. In the courtroom, acts as a judicial assistant, including serving as bailiff and checking defendants into court. Records court proceedings on FTR (court recording system). Monitors the proceedings and tracks what is entered into the automated system by the judge, acting when necessary to provide appropriate information or forms.
4. Enter a variety of information and quantitative data and records associated with court activities into various automated systems or applications. Verify the accuracy of entered data. Create reports, documents and formats in these application programs. Monitor, gather, interpret, and document information for completeness and accuracy in accordance with program requirements.
5. Researches cases to determine if court orders are being followed, which may include contacting other agencies, departments, vendors, or contractors. Takes appropriate action if the defendant is not in compliance, including default judgments, requests for suspension of driving privileges, collections, show cause orders or warrants.
6. Coordinate prisoner transport to and from county or state prison facilities by producing transport orders. Ensure that officer is in possession of all necessary paperwork. Respond to transport issues and act as liaison with jails.
7. Maintain files of stored documents. Update and purge files according to department/division guidelines.

8. Schedule appointments and hearings for defendants. Coordinates and works closely with and provides assistance to other agencies, the public, and defendants. Compile daily dockets and distribute as required.
9. Prepare non-compliance affidavits and warrants. Verify warrants with city, state or county offices.
10. Receive, process and distribute mail. Type a variety of correspondence, narratives, reports, minutes, tables and other documents. Proofreads text for grammar, clarity, punctuation and spelling without altering author's intent.
11. Produce an acceptable quantity and quality of work that is completed within established timelines.
12. Participate in department/division/section operational processes including procedure development and implementation.
13. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.
14. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
15. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
16. Follow standards as outlined in the Employee Handbook.
17. Participate in the City Emergency Management program including classes, training sessions and emergency events.
18. Support and respect diversity in the workplace.

Other Functions

1. Perform related duties of a similar scope and nature.
2. Provide informal training (in the form of demonstrating particular functions) to others in the use of computer applications or other court related functions.
3. Report operating problems to Senior Court Clerk or Court Administrator.

Knowledge Required

- ◆ Working knowledge of the laws and regulations governing Municipal Court operations and processes including record keeping.
- ◆ Working knowledge of practices and principles associated with Municipal Court operations and processes.

- ◆ Working knowledge of terminology associated with Municipal Court operations and processes.
- ◆ Working knowledge of Law Enforcement Data Systems (LEDS).
- ◆ Working knowledge of cash handling and reconciliation processes and procedures.
- ◆ Working knowledge of general office practices and equipment.
- ◆ Working knowledge of imaging and document scanning processes and systems as they relate to court processes.
- ◆ Basic knowledge of practices and principles of modern office administration practices and decision-making.
- ◆ Working knowledge general bookkeeping and recording keeping processes.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

Skills/Abilities Required

- ◆ Strong ability to accurately interpret policies and procedures and to follow instructions.
- ◆ Ability to participate on a team focused on producing high quality results.
- ◆ Ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to apply excellent internal and external customer service skills.
- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to communicate with difficult people often in tense situations.
- ◆ Advanced ability to use a keyboard, enter data into a database, use word processing, spreadsheet programs or other application software as required for position.
- ◆ Advanced ability to use general office equipment.

Minimum Qualifications Required for Entry

High school diploma or GED and two years of experience in an office setting or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Some positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ Ability to acquire Law Enforcement Data System (LEDS) certification within 6 months.

Working Conditions

Regular focus on a computer screen for prolonged periods; daily standing for prolonged periods; Occasional confinement without freedom to move around; daily use of a keyboard or similar device; weekly lifting, moving and carrying of objects over 10 to 20 pounds; weekly crouching, bending, kneeling, climbing; occasionally dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours.

Classification History

As of 10/97: Court Clerk

Revised: 1/98

New class specification title 1/98: Court Clerk

Revised: 12/2000

Revised: 11/04

Revised 1/1/09

Status: SEIU

FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date